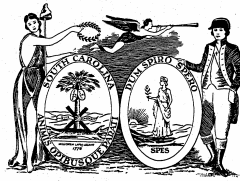


STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

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SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Heads and Human Resources Directors of all Agencies, Departments, Institutions of Higher Education, Boards and Commissions

FROM: Samuel L. Wilkins, Director
Office of Human Resources

DATE: May 27, 2008

SUBJECT: Employee Pay Plan Provisions for Fiscal Year 2008-2009

The current version of the FY 2008-2009 General Appropriation Bill as passed by a Joint House and Senate Conference Committee authorizes funds for base pay increases for classified employees, unclassified employees, and agency heads. The bill is currently under consideration by the Governor and must be approved by the General Assembly before being finalized.

The following information is provided for each employee category to assist agencies in preparing to implement the provisions of the 2008-2009 employee pay plan should the current version be approved. Based on the funds provided for compensation increases, the first pay date that occurs on or after July 1, 2008, is the effective date for a general increase for classified employees and a variable increase for unclassified employees.

I. Employees in Classified Status

Effective on the first pay date which occurs on or after July 1, 2008, the compensation of all classified employees shall be increased by 1%. With the exception of the minimum of the pay band 1, this increase shall also move the minimum and maximum of the pay band upward by 1% and the midpoint will be adjusted accordingly.

II. Unclassified Employees

At its meeting on May 13, 2008, the Budget and Control Board: "Approved salary increase guidelines of 0–1% for Executive Compensation and other Unclassified Employees, and 0–1% for Unclassified Faculty employees, effective on the first pay date which occurs on or after July 1, 2008 contingent upon approval of the 2008-2009 Appropriation Act by the General Assembly." The general increase code '03' should be recorded on each eligible employee's record to reflect this increase. Similar to the pay bands for classified positions, the salary ranges for Executive Compensation System positions shall also be adjusted upward by 1%. The Office of Human Resources is also authorized to approve increases greater than 1% for unclassified employees. For exceptional pay increases, agencies must submit to our office a list of any employees requested to receive an exceptional increase, the amount of increase, and the reason for awarding the increase. Please format any exceptional requests in a manner that will include: (1) employee name, position number, and current title (2) current salary, proposed salary and percentage increase, (3) supporting salary data, and (4) reason for exceptional salary increase. For unclassified faculty employees, please format any exceptional requests in a manner that will include: (1) employee name, position number, current title and discipline, (2) current salary, proposed salary and percentage increase, (3) external and internal discipline average salary and data source, and (4) reason for salary increase.

III. Agency Heads not covered by the Agency Head Salary Commission

Agency heads not covered by the Agency Head Salary Commission shall receive an annual increase of 1% effective on the first pay date which occurs on or after July 1, 2008.

After the legislative session has ended, we will inform you of all enacted legislation that affects human resources issues. Should you have any questions regarding any aspect of this year's pay plan provisions, please contact your HR Consultant at (803) 737-0900.

SLW:as